



APPENDIX T: TECHNICAL CONDITIONS FOR USING WORKZONE

ACCESS TO WORKZONE

All staff (TAP and VIP) at AAU have access to WorkZone. You do not need to be registered as user in order to gain access to the system. However, access to cases with case limitations does require that you are a member of the relevant access groups (called "insight").

SYSTEM REQUIREMENTS

At present, WorkZone requires a so-called adm 7 or adm 10 PC. If you or your colleague have a second PC, can you work in WorkZone via a virtual PC.

You must install WorkZone for Office and WorkZone-drive via the Software Centre yourself.

In order to use all the functionalities in WorkZone, you need to work using Internet Explorer (standard browser).

FILE FORMATS IN WORKZONE

You may archive the following file formats in WorkZone:

- Word
- Excel
- Power Point
- Outlook (mails)
- OneNote
- PowerBI
- Open Office
- RTF
- PDF

Picture formats:

- TIFF
- JPG
- PNG
- BMP
- EPS
- GIF
- PNM
- RGB
- WMF

Sound and video formats:

- MOV
- MPA
- MPG
- MP3 & MP4
- WAV

Other formats:

- CSV
- DCX(Fax)
- TXT
- CSS
- HTML
- JPM
- JSON
- MHTML

Other documents must be saved as pdf.

Audio is stored in accordance with the standard MP3 DS/EN ISO/IEC 11172-3.

Video is stored in accordance with the standard MPEG-2 DS/EN ISO/IEC 13818-2.

The following files may NOT be saved in Work Zone:

- Encrypted files
- Password protected files
- Zipp files
- Database files (such as Access or MCPProject)
- .exe files

Spreadsheets:

References between spreadsheets disappear upon conversion to TIFF when submitted to the State Archives. If the reference is important to deciding a case, the reference must be described in a document that refers to the spreadsheet.

The same applies to formulas that must be documented separately, if they are important to deciding a case.

Embedded objects:

The same rules apply as to the one described above regarding spreadsheets.

If the case handler receives a format that cannot be filed in the system, the sender must reissue the documents in a correct file format.

If this is not possible, please contact IT Services and the WorkZone Secretariat, who will look into solutions for finding a suitable format.

ADMINISTRATIVE SYSTEMS THAT HAVE A SIGNED DELIVERY AGREEMENT WITH THE STATE ARCHIVES:

- STADS
- Inteum

Please notice: Documents from these systems should not be double-filed in WorkZone.